

Recommended Actions



RECOMMENDED ACTIONS

A four-fifths vote is required on Recommended Action number one. The requested appropriation, revenue and reserve changes are summarized in this section of the report in the *Budget Adjustment Summary*. The requested position changes are summarized in the *Position Change Summary*.

1. Direct the Auditor-Controller to revise appropriations, revenues and reserves as detailed in the *Budget Adjustment Summary* in accordance with Government Code Section 29130. **(Requires four-fifths vote)**
2. Direct Human Resources to amend the master position control, subject to final classification review, as detailed in the *Position Change Summary*.
3. Direct the Auditor-Controller to close Fund 506 Irvine Coast Assessment District 88-1 Construction.
4. Direct the Auditor-Controller to close Fund 458 County Service Area #4 Leisure World.
5. Approve the following revised title and minimum qualification changes effective May 8, 2007:

	<u>Title Code</u>	<u>Title Description</u>
From:	4107GE	Comprehensive Care Medical Assistant
To:	4107HP	Medical Assistant

BUDGET ADJUSTMENT SUMMARY

PROGRAM	FUND	AGENCY	ORG	OBJECT	SUBCODE/ REPT CAT	APPROPRIATIONS	REVENUE	INCREASE/(DECREASE) TO RESERVES	NET COUNTY COST
PROGRAM I PUBLIC PROTECTION									
Probation	100	057	510	0101	**	18,167			
Franchise Tax Board Debt Collection	100	057	500	0101	**	8,829			
	100	057	010	6530	02		26,996		0
Sheriff-Coroner	100	060	412	4802	96	36,085			
Canine Unit Vehicle	100	060	900	1900	**	(36,085)			0
	296	296	3700	4000	**	36,085			0
	296	296	3700	7810	60		36,085		0
RSM Vehicle	100	060	412	4802	96	25,775			
	100	060	412	7811	4B		25,775		0
	14B	14B	300	4800	60	25,775			0
	14B	14B	900	1900	**	(25,775)			0
	296	296	3700	4000	**	25,775			0
	296	296	3700	7810	60		25,775		0
Narcotics/Vice Vehicle	100	060	412	4000	39	28,950			
	100	060	412	4802	96	51,550			
	100	060	412	6970	39		80,500		0
	296	296	3700	4000	**	51,550			0
	296	296	3700	7810	60		51,550		0
CA Multi-Jurisdictional Meth Enforcement Team Grant	100	060	424	4000	39	26,000			
	100	060	424	6970	39		26,000		
	100	060	499	4000	39	42,000			
	100	060	499	6970	39		42,000		0
Gas Chromatograph System	100	060	452	4000	**	57,000			
	100	060	452	1400	**	(52,700)			
	100	060	452	2400	**	(4,300)			0
O.C. Meth Lab Investigation Team	103	103	900	1900	80	9,200			
	103	103	900	3100	**	32,000			
	103	103	900	4800	26	8,000			
	103	103	900	4800	57	(49,200)			0

BUDGET ADJUSTMENT SUMMARY

PROGRAM	FUND	AGENCY	ORG	OBJECT	SUBCODE/ REPT CAT	APPROPRIATIONS	REVENUE	INCREASE/(DECREASE) TO RESERVES	NET COUNTY COST
	100	026	200	7811	03		8,000		
	100	026	200	1900	**	8,000			
									0
	100	057	999	7811	03		(49,200)		
	100	057	999	1900	**	(49,200)			
									0
DNA Identification	12J	12J	900	2400	**	(610,000)			
	12J	12J	900	4800	57	210,000			
	12J	12J	900	4800	60	400,000			
									0
	100	057	999	7811	2J		210,000		
	100	057	999	0101	**	210,000			
									0
	100	060	900	7811	2J		400,000		
	100	060	900	0101	**	400,000			
									0
PROGRAM II COMMUNITY SERVICES									
Child Support Services	100	027	100	4801	2C	425,886			
Appropriate Unclaimed Monies	100	027	100	7670	**		425,886		
									0
	12C	12C	230	2400	**	425,886			
	12C	12C	230	7810	27		425,886		
									0
Increase Reserves for Lease Commission	100	027	100	7670	**		231,700		
	100	100	N/A	9811	0270			231,700	
									0
Health Care Agency	100	042	210	0101	**	37,231			
MHSA	100	042	210	0111	**	207			
	100	042	210	0200	**	8,529			
	100	042	210	0301	**	44			
	100	042	210	0305	**	44			
	100	042	210	0306	**	4,665			
	100	042	210	0308	**	76			
	100	042	210	0309	**	16			
	100	042	210	0310	**	3			
	100	042	210	0319	**	468			
	100	042	210	0401	**	537			
	100	042	210	1900	**	(52,112)			
	100	042	210	2405	**	292			
									0

BUDGET ADJUSTMENT SUMMARY

PROGRAM	FUND	AGENCY	ORG	OBJECT	SUBCODE/ REPT CAT	APPROPRIATIONS	REVENUE	INCREASE/(DECREASE) TO RESERVES	NET COUNTY COST
Fund 138 Admin Cost	138	138	100	4800	42	146,271			
	138	138	100	1900	**	(146,271)			
									0
	100	042	100	1900	**	43,985			
	100	042	700	0101	**	102,286			
	100	042	100	7811	38		43,985		
	100	042	700	7811	38		102,286		
									0
	13U	13U	N/A	9811	0001			(1,124,610)	
	13U	13U	100	6610	00		282,012		
	13U	13U	100	4800	42	1,406,622			
									0
	100	042	200	6860	05		(201,193)		
	100	042	220	7510	05		(330,917)		
	100	042	250	7510	05		(302,313)		
	100	042	260	7510	05		(561,547)		
	100	042	280	7510	05		(10,652)		
	100	042	200	7811	3U		201,193		
	100	042	220	7811	3U		330,917		
	100	042	250	7811	3U		302,313		
	100	042	260	7811	3U		561,547		
	100	042	280	7811	3U		10,652		
									0
Social Services Agency	100	063	2210	1909	**	1,253,431			
Health Insurance Outreach	100	063	2210	6770	**		1,253,431		
									0
OneEApp	12S	12S	2000	4800	63	500,000			
	12S	12S	2000	7670	**		500,000		
									0
	100	063	4910	1900	**	500,000			
	100	063	4910	7811	2S		500,000		
									0
Medi-Cal/CalWORKs	100	063	2210	0101	**	2,844,903			
	100	063	2210	6770	00		2,844,903		
									0
	100	063	1200	0101	**	1,625,151			
	100	063	1200	6770	00		1,625,151		
									0
IHSS	100	064	9000	6770	01		(1,977,289)		
	100	064	9000	7811	4T		1,977,289		
									0

BUDGET ADJUSTMENT SUMMARY

PROGRAM	FUND	AGENCY	ORG	OBJECT	SUBCODE/ REPT CAT	APPROPRIATIONS	REVENUE	INCREASE/(DECREASE) TO RESERVES	NET COUNTY COST
	14T	14T	900	4800	64	1,977,289			
	14T	14T	900	6770	01		1,977,289		
									0
Balance Funds	15U	15U	900	2400	**	(2,449,130)			0
	171	171	0900	2401	**	(1,000)			0
	412	412	0900	1900	**	18,301			0
	414	414	0900	2401	**	(1,400,000)			0
	414	414	2000	1900	**	(361,895)			0
	425	425	0900	2401	**	2,360			0
PROGRAM III INFRASTRUCTURE & ENVIRONMENTAL RESOURCES									
Watershed & Coastal Resources	100	034	4100	2400	**	150,000			
	100	004	900	3100	**	(150,000)			
									0
Utilities	100	040	3500	1400	**	(546,939)			
	100	040	P614	4200	**	546,939			
									0
Building and Safety									
Ranch Plan Consultant	113	113	6200	1900	**	250,000			
	113	113	6200	6430	96		250,000		
									0
Increased Workload/T&M Rate	113	113	6600	1900	E1	300,000			
	113	113	6600	6430	82		300,000		
									0
OCPL Capital	119	119	900	4801	20	97,420			
	119	119	900	6460	04		97,420		
									0
	120	120	100	2400	**	97,420			
	120	120	100	7811	19		97,420		
									0
OCPL	120	120	100	2400	**	15,000			
Grant Revenue	120	120	725	7110	09		15,000		
									0
IWMD	285	285	1000	3100	**	113,462			
Bankruptcy Recovery Fund	285	285	1000	3700	**	112,000			
	285	285	1000	4800	16	2,998,136			
	285	285	1000	4802	75	80,000			
	285	285	1000	4802	84	60,074			
	285	285	1000	4802	86	645,863			
	285	285	1000	4802	87	300,689			
	285	285	1000	7520	**		4,310,224		

BUDGET ADJUSTMENT SUMMARY

PROGRAM	FUND	AGENCY	ORG	OBJECT	SUBCODE/ REPT CAT	APPROPRIATIONS	REVENUE	INCREASE/(DECREASE) TO RESERVES	NET COUNTY COST
									0
	100	016	900	7812	85		2,998,136		
	100	016	900	4801	5Z	2,998,136			
									0
	15Z	15Z	900	3100	**	2,998,136			
	15Z	15Z	900	7810	16		2,998,136		
									0
	275	275	N/A	9760	N/A			80,000	
	275	275	1000	7812	85		80,000		
									0
	284	284	N/A	9790	N/A			60,074	
	284	284	1000	7812	85		60,074		
									0
	286	286	N/A	9760	N/A			645,863	
	286	286	1000	7812	85		645,863		
									0
	287	287	N/A	9760	N/A			300,689	
	287	287	1000	7812	85		300,689		
									0
Enterprise Operating Fund	299	299	1000	4802	75	29,808			
	299	299	1000	4802	84	2,602			
	299	299	1000	4802	86	93,074			
	299	299	5000	7520	**		125,484		
									0
	275	275	1000	7812	99		29,808		
	275	275	N/A	9760	N/A			29,808	
									0
	284	284	1000	7812	99		2,602		
	284	284	N/A	9790	N/A			2,602	
									0
	286	286	1000	7812	99		93,074		
	286	286	N/A	9760	N/A			93,074	
									0
	277	277	1000	7812	99		3,400,000		
	277	277	N/A	9760	N/A			3,400,000	
									0
	299	299	1000	4802	77	3,400,000			
	299	299	N/A	9760	N/A			(3,400,000)	
									0
	279	279	1000	2490	**	3,000,000			
	279	279	N/A	9760	N/A			(1,061,331)	
	279	279	1000	7812	99		1,938,669		
									0

BUDGET ADJUSTMENT SUMMARY

PROGRAM	FUND	AGENCY	ORG	OBJECT	SUBCODE/ REPT CAT	APPROPRIATIONS	REVENUE	INCREASE/(DECREASE) TO RESERVES	NET COUNTY COST
	299	299	1000	4802	79	1,938,669			
	299	299	N/A	9760	N/A			(1,938,669)	
									0
Flood	400	400	0900	7811	30		100,000		
Serrano Creek Sediment Transport Analysis	400	400	0900	1900	53	100,000			
									0
	130	130	500	4804	00	100,000			
	130	130	500	1900	**	(100,000)			
									0
HBP Capital	406	406	P002	4200	00	(175,000)			
Irvine Park	406	406	P752	4200	00	175,000			
									0
Yorba Park	406	406	P030	4200	00	(103,400)			
	406	406	P753	4200	00	103,400			
									0
PROGRAM IV GENERAL GOVERNMENT SERVICES									
Assessor	100	002	600	1900	01	120,000			120,000
	100	038	512	1900	**	(120,000)			(120,000)
Registrar of Voters									
1st District & Yorba Linda Elections	100	031	441	2400	**	650,000			650,000
General & Special Elections Revenue	100	031	441	7340	04		3,513,400		(3,513,400)
Air Quality Improvements	100	031	433	1402	**	250,000			250,000
PROGRAM VI DEBT SERVICE									
Prepaid Pension Obligation	100	022	900	3300	**	390,000			390,000
CFD 99-1 Series A of 1999 Ladera Debt Service	479	479	N/A	9815	N/A			(325,000)	
	479	479	900	6320	**		(325,000)		
									0
CFD 01-1 Ladera Debt Service	533	533	N/A	9815	N/A			(357,201)	
	533	533	900	6320	**		(357,201)		
									0
CFD 00-1 Series A of 2000 Ladera Debt Service	547	547	N/A	9815	N/A			(387,672)	
	547	547	900	6320	**		(387,672)		
									0

BUDGET ADJUSTMENT SUMMARY

PROGRAM	FUND	AGENCY	ORG	OBJECT	SUBCODE/ REPT CAT	APPROPRIATIONS	REVENUE	INCREASE/(DECREASE) TO RESERVES	NET COUNTY COST
PROGRAM VII INSURANCE, RESERVES & MISC									
Employee Benefits	100	056	200	1900	W1	(1,600,000)			
Wellness Program	100	056	200	5100	W1	1,164,000			
	100	056	200	4802	98	275,000			
	100	056	200	7370	W1		(161,000)		
									0
	298	298	900	7810	56		275,000		
	298	298	900	1900	W1	275,000			
									0
Information Technology	289	289	606	1900	**	853,453			
	289	289	628	1900	**	105,007			
	289	289	610	1900	**	1,357,274			
	289	289	608	7590	**		2,315,734		
									0
Transportation ISF	296	296	3700	1400	**	50,000			
	296	296	N/A	9832	N/A			(50,000)	
									0
Self-Insured Benefits ISF	298	298	N/A	9760	N/A			(351,464)	
Technical Adjustment	298	298	900	3510	**	351,464			
									0
Miscellaneous Fund									
Balance General Fund	100	004	900	5200	**	2,223,400			2,223,400
TOTAL						33,772,643	33,811,870	(4,152,137)	0

**POSITION CHANGE SUMMARY
FY 2006-07 THIRD QUARTER BUDGET REPORT**

**DIRECT HUMAN RESOURCES DEPARTMENT TO AMEND THE MASTER POSITION CONTROL TO REFLECT THE FOLLOWING ACTIONS.
ALL POSITIONS ADDED WILL BE SUBJECT TO CLASSIFICATION ANALYSIS AND APPROVAL BY HUMAN RESOURCES DEPARTMENT.**

NOTE: Negative numbers in parentheses indicate deletions.

AGENCY #	AGENCY NAME	NO. OF POSITIONS	POSITION NUMBER	POSITION TITLE	FUNDING SOURCE / COMMENTS	LIMITED TERM EXPIRATION DATE
POSITION ADDITIONS						
042	HEALTH CARE AGENCY	1	TBD	ADMINISTRATIVE MANAGER I	MENTAL HEALTH SERVICES ACT	N/A
		1	TBD	COMMUNITY HEALTH ASSISTANT II	MENTAL HEALTH SERVICES ACT	N/A
		2	TBD	HCA SERVICE CHIEF I	MENTAL HEALTH SERVICES ACT	N/A
		1	TBD	INFORMATION PROCESSING TECHNICIAN	MENTAL HEALTH SERVICES ACT	N/A
		2	TBD	MENTAL HEALTH SPECIALIST	MENTAL HEALTH SERVICES ACT	N/A
		1	TBD	MENTAL HEALTH WORKER III	MENTAL HEALTH SERVICES ACT	N/A
		1	TBD	OFFICE ASSISTANT	MENTAL HEALTH SERVICES ACT	N/A
		042 HEALTH CARE AGENCY ADDITIONS TOTAL		9		
054	HUMAN RESOURCES DEPARTMENT	1	TBD	ADMINISTRATIVE MANAGER II	GENERAL FUND	N/A
054 HUMAN RESOURCES DEPARTMENT ADDITIONS TOTAL		1				

**POSITION CHANGE SUMMARY
FY 2006-07 THIRD QUARTER BUDGET REPORT**

AGENCY #	AGENCY NAME	NO. OF POSITIONS	POSITION NUMBER	POSITION TITLE	FUNDING SOURCE / COMMENTS	LIMITED TERM EXPIRATION DATE
POSITION ADDITIONS (cont'd)						
057	PROBATION	2	TBD	ACCOUNTING SPECIALIST	FEES	06/30/08
		1	TBD	SUPERVISING COLLECTION OFFICER	FEES	06/30/08
	057 PROBATION ADDITIONS TOTAL	3				
060	SHERIFF-CORONER	1	TBD	INVESTIGATOR	LAW ENFORCEMENT SERVICES (CONTRACT CITY)	N/A
	060 SHERIFF-CORONER ADDITIONS TOTAL	1				
080	RESOURCES & DEV. MGMT. DEPT. (RDMD)	1	TBD	ADMINISTRATIVE MANAGER I	DIRECT & INDIRECT CHARGES REIMBURSED	N/A
		1	TBD	ENGINEERING TECHNICIAN III	DIRECT & INDIRECT CHARGES REIMBURSED	N/A
		1	TBD	PROCUREMENT CONTRACT SPECIALIST	100% GENERAL FUND	N/A
		1	TBD	STAFF SPECIALIST	DIRECT & INDIRECT CHARGES REIMBURSED	N/A
	080 RESOURCES & DEVELOPMENT MGMT. DEPT. ADDITIONS TOTAL	4				
POSITION DELETIONS						
003	AUDITOR-CONTROLLER	(1)	L04014	ACCOUNTING ASSISTANT II	COST APPLY TO HCA	N/A
	003 AUDITOR-CONTROLLER DELETIONS TOTAL	(1)				

**POSITION CHANGE SUMMARY
FY 2006-07 THIRD QUARTER BUDGET REPORT**

AGENCY #	AGENCY NAME	NO. OF POSITIONS	POSITION NUMBER	POSITION TITLE	FUNDING SOURCE / COMMENTS	LIMITED TERM EXPIRATION DATE
POSITION DELETIONS (cont'd)						
060	SHERIFF-CORONER	(2)	L07020, L07059	INVESTIGATOR, PART-TIME	LAW ENFORCEMENT SERVICES	N/A
060 SHERIFF-CORONER DELETIONS TOTAL		(2)				
074	TREASURER-TAX COLLECTOR	(1)	L05502	OFFICE ASSISTANT	AB589 GRANT	N/A
074 TREASURER-TAX COLLECTOR DELETIONS TOTAL		(1)				
080	RESOURCES & DEV. MGMT. DEPT. (RDMD)	(1)	R05263	ACCOUNTING SPECIALIST	DIRECT & INDIRECT CHARGES REIMBURSED	N/A
		(1)	R75742	CUSTODIAL SERVICES SUPERVISOR	GENERAL FUND	N/A
		(1)	R05252	STORE CLERK	DIRECT & INDIRECT CHARGES REIMBURSED	N/A
		(1)	R81709	SUPERVISING PROCUREMENT CONTRACT SPECIALIST	DIRECT & INDIRECT CHARGES REIMBURSED	N/A
		080 RESOURCES & DEVELOPMENT MGMT. DEPT. DELETIONS TOTAL		(4)		
LIMITED TERM POSITIONS - EXPIRATION DATE EXTENSIONS						
003	AUDITOR-CONTROLLER	1	L01766	ADMINISTRATIVE MANAGER I	GENERAL FUND	06/30/09
003 AUDITOR-CONTROLLER LIMITED TERM DATE EXTENSIONS TOTAL		1				

**POSITION CHANGE SUMMARY
FY 2006-07 THIRD QUARTER BUDGET REPORT**

AGENCY #	AGENCY NAME	NO. OF POSITIONS	POSITION NUMBER	POSITION TITLE	FUNDING SOURCE / COMMENTS	LIMITED TERM EXPIRATION DATE
LIMITED TERM POSITIONS - EXPIRATION DATE EXTENSIONS (cont'd)						
026	DISTRICT ATTORNEY	1	L00921	ACCOUNTANT/AUDITOR II	PROP 172 & GENERAL FUND	06/30/08
		1	L97048	ACCOUNTING SPECIALIST	SUPPLEMENTAL LAW ENFORCEMENT SERVICES PROGRAM	06/30/08
		2	L20007, L97051	ADMINISTRATIVE MANAGER I	PROP 172 & GEN. FUND / SUPPLEMENTAL LAW ENFORCEMENT SERVICES PROGRAM	06/30/08
		2	L20222, L97049	ADMINISTRATIVE MANAGER II	PROP 172 & GEN. FUND / SUPPLEMENTAL LAW ENFORCEMENT SERVICES PROGRAM	06/30/08
		5	L03021 - L03025	ATTORNEY III	PROP 36	06/30/08
		1	L49089	ATTORNEY III	SPOUSAL ABUSE GRANT PROGRAM	06/30/08
		4	L97090, L91110, L97071	ATTORNEY III	PROP 172 & GENERAL FUND	06/30/08
		1	L93555	ATTORNEY III	WORKERS COMP INS. FUND	06/30/08
		1	L96234	ATTORNEY III	VERTICAL PROSECUTION PROGRAM	06/30/08
		2	L97056, L97064	ATTORNEY III	SUPPLEMENTAL LAW ENFORCEMENT SERVICES PROGRAM	06/30/08
		4	L20227, L86278-79, L99649	ATTORNEY'S CLERK II	PROP 172 & GENERAL FUND	06/30/08
		2	L096232, L96266	ATTORNEY'S CLERK II	VERTICAL PROSECUTION PROGRAM	06/30/08

**POSITION CHANGE SUMMARY
FY 2006-07 THIRD QUARTER BUDGET REPORT**

AGENCY #	AGENCY NAME	NO. OF POSITIONS	POSITION NUMBER	POSITION TITLE	FUNDING SOURCE / COMMENTS	LIMITED TERM EXPIRATION DATE
LIMITED TERM POSITIONS - EXPIRATION DATE EXTENSIONS (cont'd)						
026	DISTRICT ATTORNEY (cont'd)	1	L97059	ATTORNEY'S CLERK II	SUPPLEMENTAL LAW ENFORCEMENT SERVICES PROGRAM	06/30/08
		5	L20229, L86262, L99650-51	DEPUTY ATTORNEY IV	PROP 172 & GENERAL FUND	06/30/08
		1	L01250	DEPUTY ATTORNEY IV	TRUANCY RESPONSE GRANT	06/30/08
		2	L20535-36	DEPUTY ATTORNEY IV	JAIBG GRANT PROGRAM	06/30/08
		1	L49088	DEPUTY ATTORNEY IV	SPOUSAL ABUSE GRANT PROGRAM	06/30/08
		1	L93554	DEPUTY ATTORNEY IV	WORKERS COMP INS. FUND	06/30/08
		1	L96233	DEPUTY ATTORNEY IV	VERTICAL PROSECUTION PROGRAM	06/30/08
		1	L20447	GRAPHIC DESIGNER	PROP 172 & GENERAL FUND	06/30/08
		1	L93560	INFORMATION PROCESSING SPECIALIST	WORKERS COMP INS. FUND	06/30/08
		1	L93558	INFORMATION SYSTEMS TECHNICIAN	WORKERS COMP INS. FUND	06/30/08
		2	L99668-69	INFORMATION SYSTEMS TECHNICIAN	PROP 172 & GENERAL FUND	06/30/08
		4	L00928, L97072, L99677-78	INVESTIGATIVE ASSISTANT	PROP 172 & GENERAL FUND	06/30/08
		1	L97047	INVESTIGATIVE ASSISTANT	RESTITUTION PROGRAM	06/30/08
		2	L97057-58	INVESTIGATIVE ASSISTANT	SUPPLEMENTAL LAW ENFORCEMENT SERVICES PROGRAM	06/30/08
		1	L02654	INVESTIGATIVE ASSISTANT	PROP 172 & GENERAL FUND	06/30/08
		1	L94593	INVESTIGATOR	WORKERS COMP INS. FUND	06/30/08

**POSITION CHANGE SUMMARY
FY 2006-07 THIRD QUARTER BUDGET REPORT**

AGENCY #	AGENCY NAME	NO. OF POSITIONS	POSITION NUMBER	POSITION TITLE	FUNDING SOURCE / COMMENTS	LIMITED TERM EXPIRATION DATE
LIMITED TERM POSITIONS - EXPIRATION DATE EXTENSIONS (cont'd)						
026	DISTRICT ATTORNEY (cont'd)	2	L07061-62	INVESTIGATOR	SUPPLEMENTAL LAW ENFORCEMENT SERVICES PROGRAM	06/30/08
		2	L99652-53	INVESTIGATOR	PROP 172 & GENERAL FUND	06/30/08
		1	L20448	OFFICE ASSISTANT	PROP 172 & GENERAL FUND	06/30/08
		2	L00994, L20449	OFFICE TECHNICIAN	PROP 172 & GENERAL FUND	06/30/08
		2	L05078, L98119	PARALEGAL	RESTITUTION PROGRAM	06/30/08
		2	L20228, L99682	PARALEGAL	PROP 172 & GENERAL FUND	06/30/08
		1	L93559	PARALEGAL	WORKERS COMP INS. FUND	06/30/08
		2	L94203-04	PARALEGAL	AUTO INS. FRAUD PROGRAM	06/30/08
		4	L97052-55	PARALEGAL	SUPPLEMENTAL LAW ENFORCEMENT SERVICES PROGRAM	06/30/08
		1	L97060	RESEARCH ANALYST III	SUPPLEMENTAL LAW ENFORCEMENT SERVICES PROGRAM	06/30/08
		3	L86281, L86534, L92058	SENIOR DEPUTY ATTORNEY	PROP 172 & GENERAL FUND	06/30/08
		1	L97063	SENIOR DEPUTY ATTORNEY	SUPPLEMENTAL LAW ENFORCEMENT SERVICES PROGRAM	06/30/08
		1	L20004	STAFF ASSISTANT	PROP 172 & GENERAL FUND	06/30/08
		3	L20005-06, L99670	STAFF SPECIALIST	PROP 172 & GENERAL FUND	06/30/08

**POSITION CHANGE SUMMARY
FY 2006-07 THIRD QUARTER BUDGET REPORT**

AGENCY #	AGENCY NAME	NO. OF POSITIONS	POSITION NUMBER	POSITION TITLE	FUNDING SOURCE / COMMENTS	LIMITED TERM EXPIRATION DATE
LIMITED TERM POSITIONS - EXPIRATION DATE EXTENSIONS (cont'd)						
026	DISTRICT ATTORNEY (cont'd)	1	L97050	STAFF SPECIALIST	SUPPLEMENTAL LAW ENFORCEMENT SERVICES PROGRAM	06/30/08
026 DISTRICT ATTORNEY LIMITED TERM DATE EXTENSIONS TOTAL		80				
032	SHERIFF/EMERGENCY MGMT. PROGRAM	2	L05032, L07013	SR. EMERGENCY MANAGEMENT PROGRAM COORDINATOR	STATE HOMELAND SECURITY GRANT	06/30/08
		1	L07012	SR. EMERGENCY MANAGEMENT PROGRAM COORDINATOR	NUCLEAR POWER PREPAREDNESS PROGRAM	06/30/08
032 SHERIFF/EMERG. MGMT. PROGRAM LIMITED TERM DATE EXTENSIONS TOTAL		3				
042	HEALTH CARE AGENCY	1	L01121	CLINICAL PSYCHOLOGIST II	PROBATION COST APPLY	06/30/08
		1	L01124	CLINICAL SOCIAL WORKER II	PROBATION COST APPLY	06/30/08
		2	L01370, L97163	CLINICAL SOCIAL WORKER II	STATE COMPREHENSIVE DRUG COURT INITIATIVE GRANT	06/30/08
		1	L98759	CLINICAL SOCIAL WORKER II	SUBSTANCE ABUSE & CROME PREVENTION ACT (SACPA) / PROP 36	06/30/08
		1	L91956	COMMUNITY WORKER II	STATE GENERAL FUNDS PERINATAL SET-ASIDE	06/30/08
		1	L02311	INFORMATION PROCESSING TECHNICIAN	PROP 10 - PROJECT COMMECTIONS	06/30/08
		1		MENTAL HEALTH SPECIALIST	PROBATION COST APPLY	06/30/08
		1	L97164	MENTAL HEALTH WORKER II	SUBSTANCE ABUSE & CROME PREVENTION ACT (SACPA) / PROP 36	06/30/08

**POSITION CHANGE SUMMARY
FY 2006-07 THIRD QUARTER BUDGET REPORT**

AGENCY #	AGENCY NAME	NO. OF POSITIONS	POSITION NUMBER	POSITION TITLE	FUNDING SOURCE / COMMENTS	LIMITED TERM EXPIRATION DATE
LIMITED TERM POSITIONS - EXPIRATION DATE EXTENSIONS (cont'd)						
042	HEALTH CARE AGENCY (cont'd)	1	L97165	MENTAL HEALTH WORKER II	FEDERAL SAPT HIV SET-ASIDE FUNDS	06/30/08
		1	L01303	OFFICE TECHNICIAN	STATE COMPREHENSIVE DRUG COURT INITIATIVE GRANT	06/30/08
		2	L02315-16	PUBLIC HEALTH NURSE III	PROP 10 - PROJECT COMMECTIONS	06/30/08
		1	L02310	SUPERVISING PUBLIC HEALTH NURSE II	PROP 10 - PROJECT COMMECTIONS	06/30/08
		042 HEALTH CARE AGENCY LIMITED TERM DATE EXTENSIONS TOTAL		14		
047	SHERIFF/COURT OPERATIONS	24	L06017 THROUGH L06039, L99739	DEPUTY SHERIFF I	TRIAL COURT FUNDING	06/30/08
		35	L06001 THROUGH L06012, L06040 THROUGH L06062	SHERIFF'S SPECIAL OFFICER II	TRIAL COURT FUNDING	06/30/08
047 SHERIFF/COURT OPERATIONS LIMITED TERM DATE EXTENSIONS TOTAL		59				
057	PROBATION	3	L01186, L01207, L97391	ADMINISTRATIVE MANAGER I	GENERAL FUND / STATE	06/30/08
		1	L01187	ADMINISTRATIVE MANAGER II	GENERAL FUND / STATE	06/30/08
		1	L03229	COLLECTION OFFICER	GENERAL FUND / STATE	06/30/08
		4	L01192, L01214 -16	DEPUTY JUVENILE CORRECTIONAL OFFICER I	GENERAL FUND / STATE	06/30/08

**POSITION CHANGE SUMMARY
FY 2006-07 THIRD QUARTER BUDGET REPORT**

AGENCY #	AGENCY NAME	NO. OF POSITIONS	POSITION NUMBER	POSITION TITLE	FUNDING SOURCE / COMMENTS	LIMITED TERM EXPIRATION DATE
LIMITED TERM POSITIONS - EXPIRATION DATE EXTENSIONS (cont'd)						
057	PROBATION (cont'd)	25	SEE LIMITED TERM REPORT FOR DETAILS	DEPUTY JUVENILE CORRECTIONAL OFFICER II	GENERAL FUND / STATE	06/30/08
		27	SEE LIMITED TERM REPORT FOR DETAILS	DEPUTY PROBATION OFFICER II	GENERAL FUND / STATE	06/30/08
		3	L99568, L99571, L99585	DEPUTY PROBATION OFFICER II	STATE	06/30/08
		6	L01193-95, L01327, L03230, L05274	INFORMATION PROESSING TECHNICIAN	GENERAL FUND / STATE	06/30/08
		3	L01185, L01205-06	SUPERVISING JUVENILE CORRECTIONAL OFFICER	GENERAL FUND / STATE	06/30/08
		4	L01183, L01328,L03239 , L07010	SUPERVISING PROBATION OFFICER	GENERAL FUND / STATE	06/30/08
		057 PROBATION LIMITED TERM DATE EXTENSIONS TOTAL		77		
058	PUBLIC DEFENDER	5	L03028 - 32	ATTORNEY III	PROP 36 / GENERAL FUND	07/01/08
058 PUBLIC DEFENDER LIMITED TERM DATE EXTENSIONS TOTAL		5				
060	SHERIFF-CORONER	2	L00858, L04203	ADMINISTRATIVE MANAGER I	SCAAP FUNDING; LAW ENFORCEMENT SVCS	06/30/08
		2	L00868-69	AIR CONDITIONING MECHANIC	SCAAP FUNDING	06/30/08
		1	L02452	CAPTAIN	LAW ENFORCEMENT SERVIVES	06/30/08
		1	L00867	CARPENTER	SCAAP FUNDING	06/30/08
		1	L85157	COMPUTER GRAPHICS SPECIALIST	DUILA GRANT	06/30/08
		1	L00866	CRAFT SUPERVISOR II	SCAAP FUNDING	06/30/08

**POSITION CHANGE SUMMARY
FY 2006-07 THIRD QUARTER BUDGET REPORT**

AGENCY #	AGENCY NAME	NO. OF POSITIONS	POSITION NUMBER	POSITION TITLE	FUNDING SOURCE / COMMENTS	LIMITED TERM EXPIRATION DATE
LIMITED TERM POSITIONS - EXPIRATION DATE EXTENSIONS (cont'd)						
060	SHERIFF-CORONER (cont'd)	9	SEE LIMITED TERM REPORT FOR DETAILS	CRIME PREVENTION SPECIALIST	LAW ENFORCEMENT SERIVES	06/30/08
		282	SEE LIMITED TERM REPORT FOR DETAILS	DEPUTY SHERIFF II	LAW ENFORCEMENT SERIVES	06/30/08
		1	L02692	DEPUTY SHERIFF II	DUILA GRANT	06/30/08
		1	L97881	DEPUTY SHERIFF II	CHARGES FOR SERVICES	06/30/08
		2	L00864-65	ELECTRICIAN	SCAAP FUNDING	06/30/08
		1	L97008	EXECUTIVE ASSISTANT	LAW ENFORCEMENT SERIVES	06/30/08
		2	L00861-62	FACILITIES MECHANIC	SCAAP FUNDING	06/30/08
		3	L01171, L01172, L01174	FORENSIC SCIENTIST II	SCAAP FUNDING; LAW ENFORCEMENT SVCS	06/30/08
		1	L99715	FORENSIC SCIENTIST II	CITY OF GARDEN GROVE CONTRACT	06/30/08
		10	SEE LIMITED TERM REPORT FOR DETAILS	INVESTIGATIVE ASSISTANT, SHERIFF	LAW ENFORCEMENT SERIVES	06/30/08
		1	L98738	INVESTIGATOR	FEDERAL FUNDING GRANT	06/30/08
		23	SEE LIMITED TERM REPORT FOR DETAILS	INVESTIGATOR	LAW ENFORCEMENT SERIVES	06/30/08
		2	L89104, L96669	LEAD FORENSIC SPECIALIST	PROP 172; CHARGES FOR SERVICES	06/30/08
		8	SEE LIMITED TERM REPORT FOR DETAILS	LIEUTENANT	PROP 172; LAW ENFORCEMENT SVCS	06/30/08
		1	L00860	LOCKSMITH	SCAAP FUNDING	06/30/08

**POSITION CHANGE SUMMARY
FY 2006-07 THIRD QUARTER BUDGET REPORT**

AGENCY #	AGENCY NAME	NO. OF POSITIONS	POSITION NUMBER	POSITION TITLE	FUNDING SOURCE / COMMENTS	LIMITED TERM EXPIRATION DATE
LIMITED TERM POSITIONS - EXPIRATION DATE EXTENSIONS (cont'd)						
060	SHERIFF-CORONER (cont'd)	9	SEE LIMITED TERM REPORT FOR DETAILS	OFFICE SPECIALIST	TVA GRANT; LAW ENFORCEMENT SVCS	06/30/08
		1	L85337	OFFICE SUPERVISOR C	LAW ENFORCEMENT SERVIVES	06/30/08
		3	L02453, L68424, L96098	OFFICE TECHNICIAN	LAW ENFORCEMENT SERVIVES	06/30/08
		1	L00859	PLUMBER	SCAAP FUNDING	06/30/08
		1	L97443	RESEARCH ANALYST II	PROP 172	06/30/08
		1	L00083	RESEARCH ANALYST III	DUILA GRANT	06/30/08
		1	L93380	SECRETARY II	LAW ENFORCEMENT SERVIVES	06/30/08
		1	L96668	SENIOR FORENSIC SPECIALIST	CHARGES FOR SERVICES	06/30/08
		2	L97896, L07001	SERGEANT	FEDERAL FUNDING GRANT	06/30/08
		45	SEE LIMITED TERM REPORT FOR DETAILS	SERGEANT	LAW ENFORCEMENT SERVIVES	06/30/08
		36	SEE LIMITED TERM REPORT FOR DETAILS	SHERIFF'S COMMUNITY SERVICES OFFICER	LAW ENFORCEMENT SERVIVES	06/30/08
		1	L99686	SHERIFF'S SPECIAL OFFICER II	PROP 172	06/30/08
		84	SEE LIMITED TERM REPORT FOR DETAILS	SHERIFF'S SPECIAL OFFICER II	LAW ENFORCEMENT SERVIVES	06/30/08

**POSITION CHANGE SUMMARY
FY 2006-07 THIRD QUARTER BUDGET REPORT**

AGENCY #	AGENCY NAME	NO. OF POSITIONS	POSITION NUMBER	POSITION TITLE	FUNDING SOURCE / COMMENTS	LIMITED TERM EXPIRATION DATE
LIMITED TERM POSITIONS - EXPIRATION DATE EXTENSIONS (cont'd)						
060	SHERIFF-CORONER (cont'd)	1	L93308	STAFF ASSISTANT	LAW ENFORCEMENT SERVICES	06/30/08
		1	L97484	UTILITY WORKER/DRIVER	LAW ENFORCEMENT SERVICES	06/30/08
		1	L93339	VOLUNTEER SERVICES SUPERVISOR - SHERIFF	PROP 172	06/30/08
060 SHERIFF-CORONER LIMITED TERM DATE EXTENSIONS TOTAL		544				
074	TREASURER-TAX COLLECTOR	1	L05501	OFFICE ASSISTANT	AB589 GRANT	06/30/08
		2	L05218-19	TAX COMPLIANCE OFFICER	AB589 GRANT	06/30/08
074 TREASURER-TAX COLLECTOR LIMITED TERM DATE EXTENSIONS TOTAL		3				
CONVERT LIMITED TERM POSITIONS TO REGULAR POSITIONS						
042	HEALTH CARE AGENCY	1	L01125	CLINICAL SOCIAL WORKER II	FEDERAL SAPT PRIMARY PREVENTION & GENERAL FUND	N/A
042 HEALTH CARE AGENCY LIMITED TERM TO REGULAR CONVERSIONS TOTAL		1				
057	PROBATION	6	L99218 THROUGH L99223	DEPUTY JUVENILE CORRECTIONAL OFFICER II	STATE & GENERAL FUND	N/A
		1	L01191	RESEARCH ANALYST II	STATE & GENERAL FUND	N/A
		1	L01190	RESEARCH ANALYST III	STATE & GENERAL FUND	N/A
		1	L01189	RESEARCH ANALYST IV	STATE & GENERAL FUND	N/A
057 PROBATION LIMITED TERM TO REGULAR CONVERSIONS TOTAL		9				

**POSITION CHANGE SUMMARY
FY 2006-07 THIRD QUARTER BUDGET REPORT**

AGENCY #	AGENCY NAME	NO. OF POSITIONS	POSITION NUMBER	POSITION TITLE	FUNDING SOURCE / COMMENTS	LIMITED TERM EXPIRATION DATE
CONVERT LIMITED TERM POSITIONS TO REGULAR POSITIONS						
080	RESOURCES & DEV. MGMT. DEPT. (RDMD)	1	L07003	ADMINISTRATIVE MANAGER III	DIRECT & INDIRECT CHARGES REIMBURSED	
080 RESOURCES & DEV. MGMT. DEPT. LIMITED TERM TO REGULAR CONVERSIONS TOTAL		1				
CONVERT PART-TIME POSITIONS TO FULL-TIME POSITIONS						
120	ORANGE COUNTY PUBLIC LIBRARY	1	R85262	LIBRARIAN	PUBLIC LIBRARY FUNDS	N/A
		1	R99764	LIBRARY CLERK	PUBLIC LIBRARY FUNDS	N/A
		1	R99742	SENIOR LIBRARY ASSISTANT	PUBLIC LIBRARY FUNDS	N/A
120 OC PUBLIC LIBRARY PART-TIME TO FULL-TIME CONVERSIONS TOTAL		3				
SUMMARY OF POSITION CHANGES TOTALS						
TOTAL POSITIONS ADDED		18				
TOTAL POSITIONS DELETED		(8)				
NET TOTAL POSITION ADDS/DELETES		10				
TOTAL LIMITED TERM POSITION DATE EXTENSIONS		786				
TOTAL LIMITED TERM POSITIONS CONVERTED TO REGULAR POSITIONS		11				

MEDICAL ASSISTANT

DEFINITION

Under direct or standing orders of a physician, nurse practitioner, or nurse performs technical and administrative support duties that may safely be executed within the scope of a certified medical assistant.

CLASS CHARACTERISTICS

This is a paraprofessional class. Incumbents are expected to know how to carry out a limited number of standardized clinical and clerical procedures as covered in certification training and as authorized by regulation.

This class differs from Nursing Assistant by including as a primary assignment, under the direct supervision and license of a physician, nurse practitioner, or nurse, placement of TB skin tests or performs venipuncture and other laboratory tests that are not authorized for Nursing Assistants.

EXAMPLES OF DUTIES

1. Under direct supervision of a physician, nurse practitioner, or nurse, may perform tuberculin skin tests or perform venipuncture for lab specimens of blood, give subcutaneous and/or intramuscular injections and medications and administer medication orally, sublingually, topically, vaginally or rectally, or by providing a single dose to patient for immediate self-administration.
2. Under direct supervision of a physician, nurse practitioner, or nurse may conduct urine pregnancy tests and micro urinalysis dipstick testing.
3. Under direct supervision of a physician, nurse practitioner, or nurse may conduct audiometric screenings for Child Health Disability Prevention (CHDP).
4. Schedules and prepares inmate patients for examination by physician, nurse practitioner, or nurse by taking and recording vital signs, height and weight measurements, screening tests (such as hearing and vision), and documenting name, age, sex, birth date and place.
5. Completes a basic patient history that includes a history of present illness or complaint and

past medical, family and social history.

6. Obtains and documents patient immunization history. Educates patient regarding vaccines that are required for completion of immunization series.
7. Explains and obtains necessary consents and authorizations.
8. Observes and reports on patient's conditions and behavior to nurse an/or physician on duty.
9. Provides medical record for physician, nurse practitioner, or nurse prior to delivery of service. Maintains patient charts and medical records.
10. Assists with examinations and treatments. Collects specimens such as sputum, urine and stool and documents data.
11. May assist in lifting and moving patients, changing exam table drapes and transporting patients by gurney or wheelchair.
12. May call in medication refills to pharmacy when there is no change to dosage or type of medication.
13. Within program guidelines, provides education and counseling to patients, families or groups regarding specific diseases or health conditions, family planning, as well as health maintenance, promotion and rehabilitation.
14. Assists patients in obtaining medical for other conditions including resource assistance, health teaching and follow-up care.
15. Provides coordination of care for referral to other health care providers specifically assists with arranging appointment, transportation, coordinate copies of pertinent parts of medical record such as lab results and progress notes.
16. Reconciles specialty care referrals with outside administrator.
17. Orders and maintains supply inventory for nursing station or clinic. Receives, stores prepares, wraps, assembles and delivers supplies and specimens. Collects, cleans, sterilizes, prepares and distributes instruments, supplies, dressings and utensils.
18. Cleans and stocks examination rooms.
19. Answers phone as required. Screens physician, nurse practitioner and nurse calls and takes messages and forwards calls as appropriate.
20. May issue inmate passes.
21. May perform medical office duties including but not limited to patient registration, scheduling, data entry of immunization data into federal, state (e.g. Los Angeles Orange

Immunization Network [LINK] Immunization Registry) and/or local databases, filing chart and lab result and chart cleanup and purging of inactive charts.

22. May provide language interpretation for clinical, nursing and medical staff.

23. Assists in the orientation of new staff, volunteers, and students.

MINIMUM QUALIFICATIONS

Certification Required

Certification as a Medical Assistant by an institution or instructor authorized to provide Medical Assistant training pursuant to the standards established by the California Division of Licensing.

Possession of a certification as phlebotomist or certificate of completion of the course requirements for venipuncture and skin puncture.

Knowledge of

Administration of skin tests and medication by injection.

Common medical terminology.

Methods of safely lifting and moving patients, equipment and supplies.

Cleaning and sterilization techniques for medical equipment, examining rooms and patients areas.

Effective interviewing techniques.

Ability to

Read, write and speak English and make legible handwritten entries in medical records.

Ability to speak a second language may be required for some positions.

Learn the methods and procedures of basic nursing care. Follow oral and written directions.

Complete and maintain accurate and concise patient records, including miscellaneous forms and laboratory requisitions.

Perform medical assistance in an understanding, empathetic, and non-judgmental manner.

Talk with and, where applicable, translate for patients in a courteous manner, and gain their

cooperation.

Use a computer to input vital signs and medical history information. In some assignments, observe all security precautions in a correctional institution.

Special Requirement

For some assignments, must pass a Sheriff's Department background investigation.

Family Planning health Worker Certification must be obtained prior to completion of probation for some assignments.

Use of a County-approved means of transportation to travel between work sites may be require for some assignments.

Physical Characteristics:

Independent body mobility to stand, walk long corridors and climb or descend multiple stairways quickly, bend, stoop, sit for prolonged time and to drive a vehicle; strength to lift and carry up to 50 pounds; manual dexterity to reach, grasp, manipulate small objects and precision instruments to give injections, take pulse and blood pressure; manual dexterity to hand write or use computer keyboard; vision sufficient to see/read gauges, thermometers and calibrated measuring instruments, labels on medications, computer screen and to drive a vehicle; hear and speak well enough to communicate with patients at normal conversation level in person and over the phone. Safely lift, hold and move patients; push patients on gurneys or in wheel chairs; and bend over to make beds (some assignments only).

Environmental Conditions:

Will be required to work in a clinic or institutional environment: wear protective equipment clothing as required by protocol; work with patients who have a communicable disease; may be assigned to evenings, weekends and/or holidays.

YH 9/12/06